

SUSPENSE: \_\_\_\_\_  
DATE RCVD: \_\_\_\_\_  
TECHNICIAN/SPECIALIST: \_\_\_\_\_

(For new contracts only, send this request through Design/Geotechnical Branch for signature of Attachment G.)

MEMORANDUM THRU Chief, Design/Geotechnical Branch

FOR Chief, Contracting Division, (ATTN: CENAB-CT-A)

SUBJECT: REQUEST FOR ARCHITECT-ENGINEER CONTRACT ACTION

A. Service Required and Costs

\_\_\_ New "C" Contract (\$8K)      \_\_\_ Claims Processing (\$25K)  
\_\_\_ Mod to "C" Contract (\$800)      \_\_\_ Contract Extension (\$3200)  
\_\_\_ Modification to D.O. (\$800)      \_\_\_ Process BCM (\$0)  
\_\_\_ Delivery Order (\$2K)      \_\_\_ New "D" Contract (\$8K)  
\_\_\_ Other (Negotiable) Any package received after 1 SEP will  
                                 incur a doubled fee.

B. Project Title & Location \_\_\_\_\_

C. Contract Instrument Code (PR&C, MIPR) W81W3G - \_\_\_\_\_ Amount \_\_\_\_\_

D. Admin Cost Code (PR&C, MIPR) L- \_\_\_\_\_ Amount \_\_\_\_\_

E. Attachments:

NEW CONTRACT REQUEST PACKAGE

PR&C

IN-HOUSE NON-AVAILABILITY STATEMENT

PNM

SCOPE OF WORK

GOV'T EST

CBD W/CHECKLIST

DELIVERY ORDER/MOD PACKAGE

PR&C

SCOPE OF WORK

PNM

RESERVATION

GOV'T EST

REQUEST FOR PROPOSAL

PROPOSAL

\*Attachment G, In-House Non-Availability Statement, is required pursuant to 10 U.S.C. 4540, to initiate a new contract. It must be signed by the Chief of Design or Geotechnical Branch prior to forwarding this form to Contracting Division.

H. Option year Determination (for IDTC's only), is required pursuant to EFARS 336.602-90(c)(106). It must be signed by the Contracting Officer and the District Engineer prior to advertising.

I. AE Name & Contract No. \_\_\_\_\_

J. Project Manager & Office Symbol \_\_\_\_\_ Ext. \_\_\_\_\_

K. I have reviewed this request and find it to be clear, concise, properly funded, and all documentation is provided.

\_\_\_\_\_  
SECTION CHIEF (Ext. )

\_\_\_\_\_  
OFFICE SYMBOL